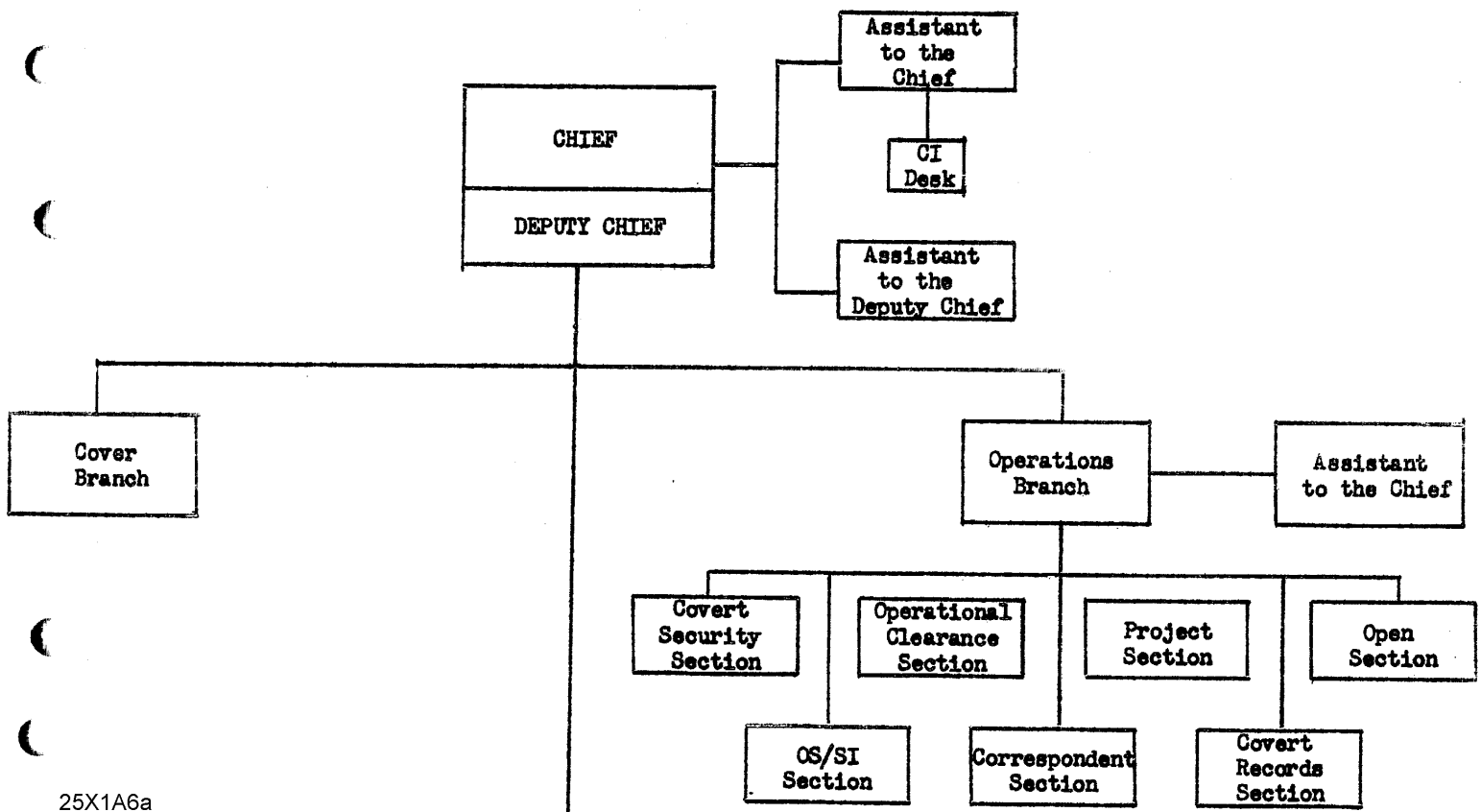


TAB

~~SECRET~~
Security Office
Special Security Division
Current Organization Structure*



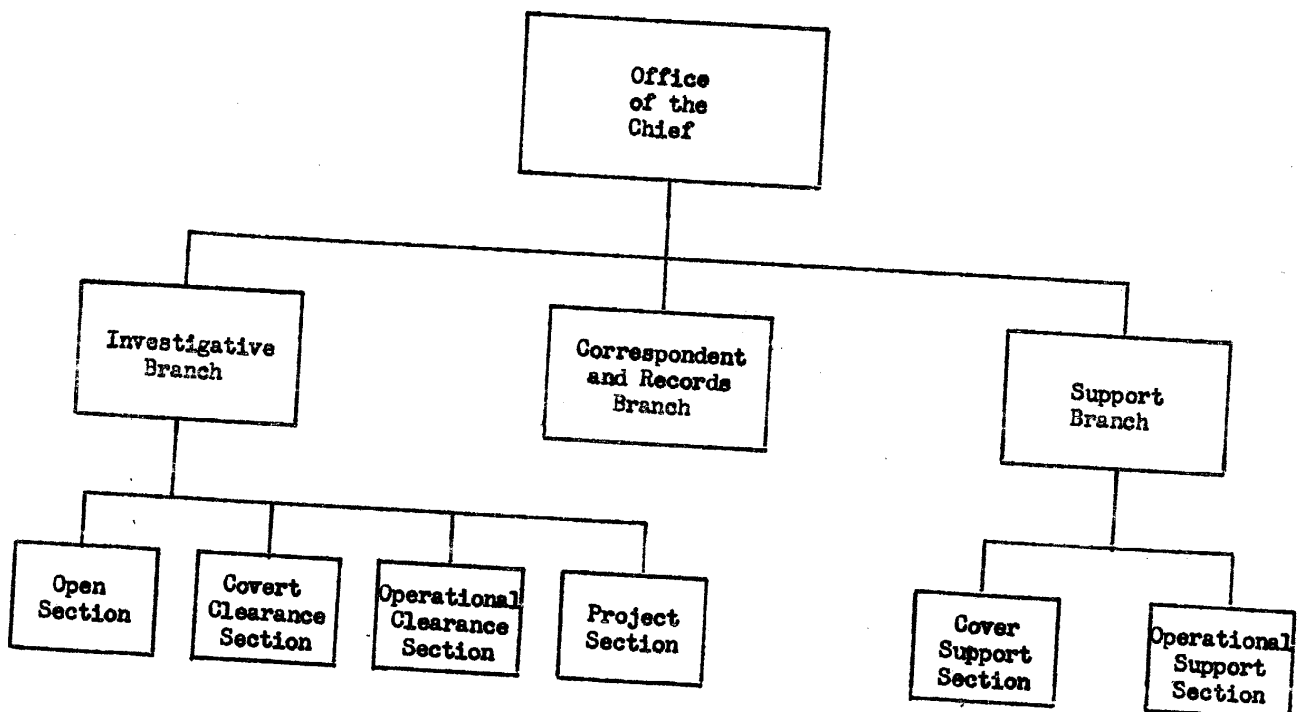
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* Source: Special Security Division Headquarters Manual

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S E C R E T

Security Office
Proposed Organization of Security Support Division



S E C R E T

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S E C R E T

STATEMENT OF FUNCTIONS

SECURITY SUPPORT DIVISION

SECURITY OFFICE

The Chief, Security Support Division, under the direction of the Deputy Director for Investigations and Operational Support, shall:

1. Coordinate and control the personnel investigation and operational support case load of field activities.
2. Supervise, guide, and direct the conduct of field investigations of overt, semi-covert, covert and other personnel of interest to the Agency.
3. Determine the scope and techniques to be used and prepare letters of instructions to field offices concerning the conduct of field investigations.
4. Review, analyze and evaluate field investigation reports and make determinations as to issuance, refusal or recommendations concerning clearances as appropriate.
5. Supervise operational support cases involving special inquiries concerning personnel, escorting of personnel and material, protective custody of personnel, and other investigations in support of Agency operations which are not of a clearance or cover support nature.
6. Investigate the compromise of cover arrangements and report on the security implication of such compromises.
7. Provide guidance to all Security Office personnel on cover support matters in the conduct of Security Office programs.

S E C R E T

STATEMENT OF FUNCTIONS
INVESTIGATIONS BRANCH
SECURITY SUPPORT DIVISION
SECURITY OFFICE

The Chief, Investigations Branch, under the direction of the Chief, Security Support Division, shall:

1. Supervise, guide, and direct the conduct of field investigations of overt, semi-covert, covert and other personnel of interest to the Agency.
2. Determine the scope and techniques to be used in conducting field investigations of personnel.
3. Prepare letters of instructions for field investigations.
4. Review, analyze, and evaluate field investigation reports for completeness and make appropriate determinations as to the issuance or refusal of a clearance in appropriate cases.
5. Review, analyze and evaluate field investigation reports for the purpose of providing a sound recommendation for or against the issuance of clearances granted by other elements of the Agency.
6. Conduct special research in cases involving labor organizations.
7. Render advice and guidance to field offices regarding the conduct of investigations.

S E C R E T

S E C R E T

STATEMENT OF FUNCTIONS
CORRESPONDENT AND RECORDS BRANCH
SECURITY SUPPORT DIVISION
SECURITY OFFICE

The Chief, Correspondent and Records Branch, under the direction of the Chief, Security Support Division, shall:

1. Establish administrative control for all requests for clearance action and operational support entering the division.
2. Supervise the recruitment and processing of confidential correspondents and administer the confidential correspondent program.
3. Supervise the investigation and clearance of employees utilized by the division in a contract capacity.
4. Supervise the investigation and clearance of permanent confidential informants utilized by the division and administer the confidential informant program.
5. Coordinate the preparation and maintain accountability for division manuals.
6. Collaborate with the Administration and Training Staff on all matters pertaining to division administration.
7. Establishes and maintains division indices.
8. Receive and prepare cases for transmission to the Investigations and Support Branches.
9. Maintain and control the distribution of covert files and records.

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Approved For Release 2000/08/22 : CIA-RDP61-00274A000200160012-6

S E C R E T

10. Receive and dispatch mail and communication to the field offices.
11. Maintain a courier service to certain field offices.

S E C R E T

STATEMENT OF FUNCTIONS

SUPPORT BRANCH

SECURITY SUPPORT DIVISION

SECURITY OFFICE

The Chief, Support Branch, under the general direction of the Chief, Security Support Division, shall:

1. Develop and implement, in coordination with the Central Cover Division when appropriate, all cover arrangements for Security Office personnel, property, and installations.
2. Supervise special inquiries conducted within the United States in order to develop information concerning an individual or organization who may be of interest to the Agency.
3. Conduct liaison with the security offices of other government agencies in order to insure the security of official cover arrangements previously arranged by the Central Cover Division.
4. Provide advice and guidance on Agency project plans wherein cover support is determined to be a consideration.
5. Supervise the establishment and servicing of sterile post office boxes, live letter addresses, and cable addresses within the United States.
6. Supervise an escort service for escorting individuals and groups of personnel both within the United States and overseas.
7. Plan and supervise the conduct of domestic site surveys and approve or disapprove the use of the property from the security standpoint.
8. Conduct such investigations, or carry on such activity in the field of both official and non-official cover, as requested by the Central Cover Division in the implementation or support of its programs.

S E C R E T

STATEMENT OF FUNCTIONS

COVER SUPPORT SECTION

SUPPORT BRANCH

SECURITY OFFICE

The Chief, Cover Support Section, under the general direction of the Chief, Support Branch, shall:

1. Develop and implement in coordination with the Central Cover Division when appropriate, all cover arrangements for Security Office personnel, property and installations.
2. Conduct such investigations, or carry on such activity in the field of both official and non-official cover, as requested by the Central Cover Division in the implementation or support of its programs.
3. Investigate the compromise of cover arrangement and report on the security implication of such compromise to the Deputy Director (Investigations and Support).
4. Conduct surveys and studies of various components of the Agency in order to effect improvements in the security of covers.
5. Review, on a continuing basis, procedures and operations of cover matters handled by any element of the Security Office and make recommendations as to appropriate action.
6. Conduct liaison with the security offices of other government agencies in order to insure the security of official cover arrangements, previously arranged by the Central Cover Division.
7. Provide advice and guidance to all Security Office personnel on cover support matters in the conduct of Security Office business.

(continued on next page)

S E C R E T

8. Provide advice and guidance on Agency project plans wherein cover support is determined to be a consideration.
9. Arrange for and direct the security debriefing of covert personnel and overt personnel who have not been debriefed at headquarters.
10. Plan and supervise the conduct of domestic covert site surveys and approve or disapprove the use of the property from the security standpoint.
11. Review papers, speeches and writings of covert personnel before presentation outside of the Agency.
12. Control the issuance of temporary badges to covert personnel.

S E C R E T

COVER BRANCH WORKLOAD
SPECIAL SECURITY DIVISION
APRIL thru JUNE 1953

ACTIVITIES	PERS	IO	MPD	COMO	OTR	LOG	SO	FTN	MED	Area Div	TOTAL
Surveys & Studies	1	1	1	2			1				6
Liaison										10	10
Support	6	1			2	1		1	2	26	39
Agency Regulations	3			1							4
Briefings and Debriefings		2		1				1		9	13
Analysis of Cover Plans					1		2			1	4
Training Requests											
Investigations of Cover Compromises											
Total Cases Handled Per Requestor	10	4	1	4	3	1	3	2	2	46	76

S E C R E T

COVER BRANCH WORKLOAD

SPECIAL SECURITY DIVISION

APRIL thru JUNE 1954

ACTIVITIES	FIN	PP	SO	LOG	COMMO	PERS	DD/A	MPD	OTR	OGD	FDD	FI	ORR	TSS	DD/P	MED	IO	PM	OCI	Area Div	TOTAL
Surveys & Studies			7		3	5					1					1					17
Liaison		1	1	1	1	1					1									9	15
Support	7	7	15	5	10	9		5		1		2	10	6		1				88	166
Agency Regulations			1				41														42
Briefings and Debriefings		3	1						2		1	1	2	1			1	1	19		33
Analysis of Cover Plans			1	1	2		1							2	1					1	10
Training Requests									20					1						4	25
Investigation of Cover Compromises	2					2		1	1						1	1				11	18
Total Cases Handled Per Requestor	9	11	27	7	16	17	41	6	23	1	1	2	3	15	10	2	1	1	1	132	326

1954 GRAND TOTAL - 326
1953 GRAND TOTAL - 76

S E C R E T

STATEMENT OF FUNCTIONS
OPERATIONAL SUPPORT SECTION
SUPPORT BRANCH
SECURITY OFFICE

The Chief, Operational Support Section, under the general direction of the Chief, Support Branch, shall supervise:

1. Special inquiries within the United States in order to develop information on an individual or organization who may be of interest to the Agency.
2. The establishment and servicing of sterile post office boxes, live letter addresses, and cable addresses.
3. The mailing of letters and packages from various domestic points in the U.S. to backstop individual or group cover stories overseas.
4. Escorting of personnel and material where security considerations so dictate.
5. Escorting of individuals, groups, and material both domestic and overseas.
6. The meeting of foreign dignitaries upon their arrival in and departure from this country and expedite their processing through Customs and Immigration and Naturalization.
7. Arranging for personally conducted tours of the U.S. for visiting dignitaries.
8. Cases in which technical devices may be utilized as investigative aids.
9. Cases involving the protective custody of highly sensitive individuals who are of interest to the Agency, and all investigations not of a clearance or cover support nature.
10. Investigations in support of Agency operation but which are not of a clearance or cover support nature.

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S E C R E T

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discussed in the preceding paragraph. This Branch, as does the Investigative Branch, uses the facilities of the field offices where applicable, in carrying out its functions. The volume and complexity of operational support cases has shown considerable increase since the approval of the T/O establishing its predecessor, the Operational Support Special Inquiry Section.

4. The proposed Investigations Branch is composed of the present Operations Branch less three sections; Correspondent, Covert Records, and Operational Support/Special Inquiry. The proposed Branch serves to group all functions concerned with clearance investigations and to remove those administrative functions of division concern which will be performed by the Correspondent and Records Branch. Also removed is the supervision of operational support activities which, due to their close relationship with cover support, have been established in the Support Branch. The need for control and coordination between investigative and operational support cases is recognized and will be accomplished at division level.

The present four sections: Open, Covert Security, Operational Clearance, and Project which are concerned with the initiation and guidance of field investigation of personnel and the analysis of the investigative reports, are proposed to remain as before. The work of these sections is related and the personnel to a degree are interchangeable, hence consideration was given to a possible combination of sections. Due to the difference in the sources from which they receive their workload and liaison maintained with other elements of the Agency, it is considered desirable for them to retain their present identity. The Project Branch although it does perform a limited amount of operational support activity is considered the economical working arrangements.

5. The proposed Correspondent and Records Branch is composed of two sections of the Operations Branch: Correspondents and Covert Records. Each of these elements were concerned with separate aspects of divisional administration which is now placed in one organizational element. This will centralize the administrative aspects of division headquarters internal administration including the control of cases entering the division as well as the administrative detail in connection with the recruitment and administration of auxiliary field facilities, and planning for conferences.
6. There are currently two pools responsible to the Special Security Division. One of these is designated as the Security Office Pool and the other as the Special Security Division Pool. An analysis of the current use of both pools revealed that the Security Office Pool was used only to a limited extent and it is proposed that its 8 positions be abolished and the pool dissolved as a separate entity. The Special Security Division Pool was established as a device to accomplish

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(3)

two purposes namely: (1) to serve as a slotting device for the recruitment and training of agents and (2) to hold these agents until a firm assignment to the field offices was made on a relatively long term basis. The pool was established in March 1951 in order to give this desired flexibility in shifting agents as the workload varied between areas and has enabled the Administration and Training Staff to hold work involved in personnel transfer actions to a minimum. At the time that the field pool was established a similar departmental pool was established. This pool has diminished in size from the original 30 positions to the present 8 positions and its elimination is recommended above. It is recommended that the field pool be redesignated as the Investigative Pool and be retained for the purpose for which it was established under the proposed Security Support Division. It is further recommended that its composition and use be examined periodically to assure that maximum utilization be derived from it.

JUSTIFICATION:

The headquarters and field activities under the Deputy Director for Investigations and Operational Support show a net increase in Appendix IV of two positions. The realignment between field and headquarters is considered justified on the basis that as the total number of cases of all types has built up over a period of years it has had a cumulative effect upon the indices at headquarters. This, plus checks now imposed which are beyond the control of the Office has meant an increase in activity in screening, appraising and evaluating field cases. These facts, plus an increase in operational support cases of a few in fiscal year 1952 to 2034 in fiscal year 1954 is considered significant.

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